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24 September 1980

MEMORANDUM FOR: Chief, Operations Group
Chief, Production Group
Chief, Analysis Group
✓ Chief, Administrative Staff
Chief, Executive and Planning Staff
Chief, Daily Reporting Division

FROM:


Deputy Director, Foreign Broadcast Information
Service


SUBJECT: Inspection of FBIS by IG Staff (S)

1. Attached are recommendations contained in the March 1980 report by the IG Staff relating to FBIS management. Assignment of action is indicated after each recommendation herewith reproduced. Appropriate pages of the IG Report are also attached. (S)

2. Please submit a memorandum to me by 1 December indicating progress in implementation. Our report to the DDS&T is due by 8 December. (S)

Attachments:

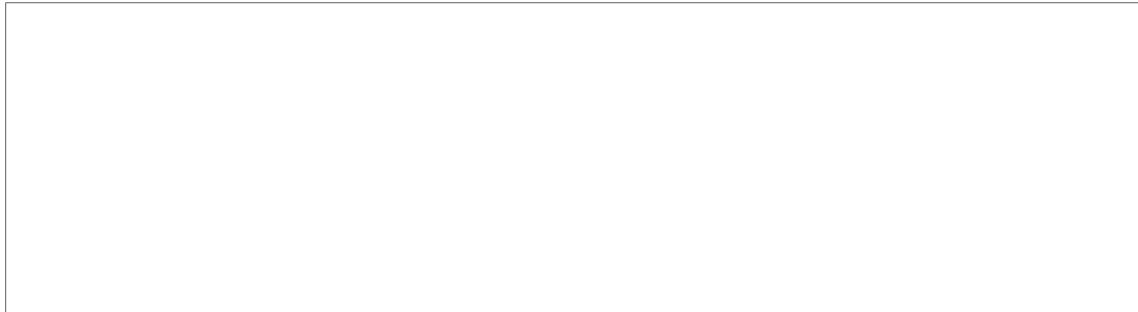
1. Annex A - IG Recommendations, w/assigned action
2. Annex B - Pages from IG Report

Derivative Cl By 
Review on 24Sep00
Derived From A9c3.16

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Annex A



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A2. Please find some way to keep DCI posted of trends in public attitudes in key countries as evidenced in FBIS take. (DCI recommendation attached to IG Report)

Action: D/FBIS will hold separate meeting on this.

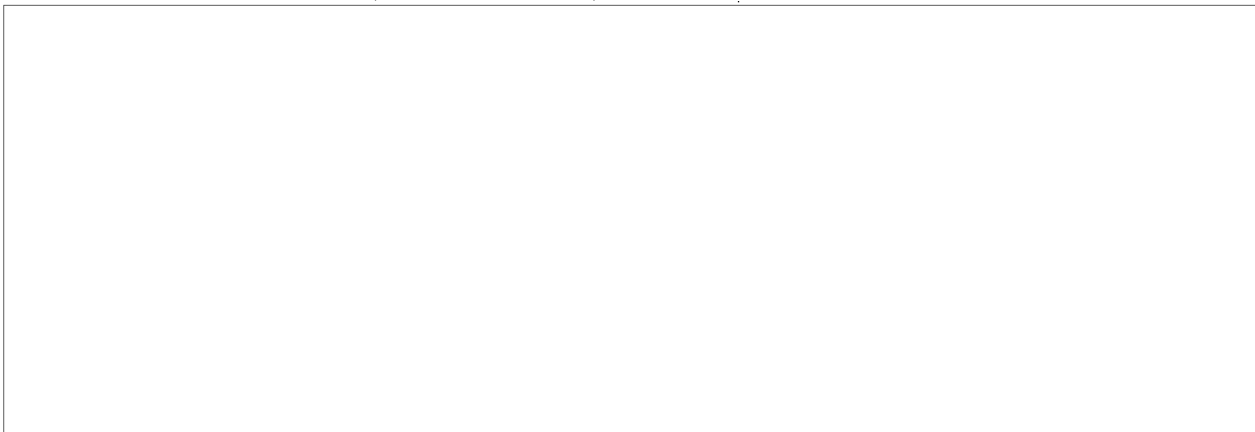
B1. The DDCI require the D/FBIS to submit within three months of receipt of this inspection report FBIS plans for resolving the editorial staffing and typing problems of the Daily Report, pending automation.

Action: C/Ops, with assistance by C/DRD.

✓ B2. The DDCI require the D/FBIS to submit within three months of receipt of this inspection report FBIS plans for solving the problems relating to the management of ☐ foreign national employees of FBIS. *FN*

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Action: C/AS, coordinating with C/Ops.



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✓ C2. The DDS&T and D/FBIS pursue with the DDCI at the policy level of the Department of the Navy the FBIS need for use of housing at the U.S. Naval Base, Key West.

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Action: C/AS, in coordination with O/L.

D1. The D/FBIS take action to enable the Liaison and Requirements Staff to conduct regular and effective evaluations of the FBIS product including JPRS.

Action: C/E&PS.

D2. The D/FBIS, as part of a regular requirements/evaluation process, review the Analysis Group's needs for extensive "mandatory texting" and for the Moscow-Meijing commentary lists (including the role of the Tabulation Unit at the London Bureau) and resulting statistics.

Action: C/AG; C/Ops, re London Bureau.

D3. The D/FBIS develop alternative means for covering those radio broadcasts from the USSR, East Europe, Middle East and Africa now handled by the BBC.

Action: C/Ops.

D4. The D/FBIS establish a policy that reception surveys be conducted before new FBIS bureaus are opened.

Action: C/Ops.

D5. The D/FBIS take steps to improve radio broadcast coverage of Central America (particularly of El Salvador, Honduras, and Guatemala) to ensure that policymaker and analyst needs are met.

Action: C/Ops.



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Action: C/Ops.

D7. The D/FBIS direct a survey of U.S. embassies in West Africa and customers in Washington to determine to what extent the Abidjan Bureau's coverage meets or exceeds their needs and adjust the bureau's requirements accordingly.

Action: C/E&PS, C/Ops re Abidjan Bureau.

D8. The D/FBIS continue to monitor closely the dollar costs of FBIS operations at the Austrian and Okinawa bureaus--especially the

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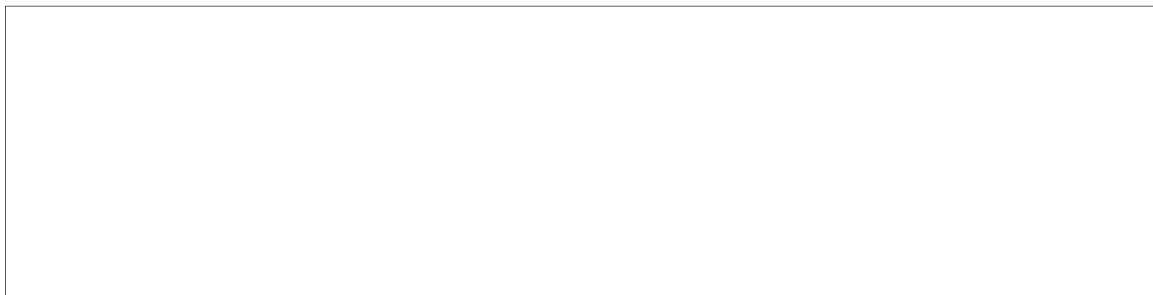
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costs of foreign national employees--with a view to determine if some parts of the bureau mission may be cut back or performed efficiently elsewhere.

Action: C/E&PS, C/Ops re Austrian and Okinawan Bureaus.

D9. The D/FBIS institute a system for providing regular feedback to field bureaus on the substantive and editorial quality of their reporting.

Action: C/Ops, with assistance from C/DRD.



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D11. The D/FBIS extend the directed assignment policy now in effect for FBIS employees below grade GS-14 to all officers in grades GS-14 and above eligible for overseas assignment.

Action: C/E&PS, coordinating with C/AS.

✓ D12. The D/FBIS develop training programs to assist newly appointed bureau chiefs and their deputies in the areas of supervision and financial management and to familiarize new editors with field procedures and area background--and to provide, as required, some language training for employees and their spouses--before they depart for overseas service.

Action: C/AS, coordinating with C/Ops, C/DRD.

✓ D13. The D/FBIS review with the Medical Staff the possibility of establishing an evaluative program to assist in identifying staff and dependent suitability for overseas life before PCS departure for the field.

Action: C/AS.

✓ D14. The D/FBIS consider publishing a handbook which explains promotion criteria and the procedures of the new panel evaluation system.

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Action: C/AS.

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D15. The D/FBIS require the Production Group to strengthen the supervisory responsibilities of division and branch managers within Production Group with regard to both performance standards of personnel and the quality of their product.

Action: C/Prod.

D16. The D/FBIS and the C/Production Group explore ways in which to encourage more effective use of and greater recognition of the unique talent and knowledge of some officers in the Production Group.

Action: C/Prod.

D17. The D/FBIS issue unclassified written directives defining the authority of foreign national associate editors, including policy guidance to enable them to cope with most of the selection and dissemination problems that might arise while they are exercising their responsibilities.

Action: C/Ops.

✓ D18. The D/FBIS require Headquarters components and field bureaus to pay increased attention to the safeguarding of classified material, including the reduction of field holdings to the maximum extent feasible.

Action: C/AS.

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✓ D21. The D/FBIS appoint a Foreign National Coordination Officer to coordinate with appropriate components of the Agency and with the Department of State, as necessary, on matters affecting the administration of FBIS foreign national employees. *FN*

Action: C/AS.

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✓ D22. The D/FBIS expand the Foreign National Panel to include the Foreign National Coordinator and invite other appropriate Agency components to appoint representatives to the panel in order to examine the status of FBIS foreign national employees worldwide and to make appropriate recommendations for change. *FN*

Action: C/AS.

✓ D23. The D/FBIS arrange for safety inspections at FBIS Headquarters to include certain offices of the Production Group, such as the USSR Division and the JPRS printing shop, and the Research Branch of the Analysis Group.

Action: C/AS.

✓ D24. The D/FBIS determine the propriety if sanitizing Agency regulations for dissemination as FB's and determine if more effective and efficient options are available than the duplication effort now involved.

Action: C/AS.

(p. 65, Ops Group) The D/FBIS continue to address and seek to improve the staffing and morale of its Communications, Field Coverage, and Engineering Staffs.

Action: C/Ops.

(p. 49, Prod Group) D/FBIS and C/Production Group explore ways in which to encourage more effective use and greater recognition of the unique talents and knowledge of some officers in the Production Group.

Action: C/Prod.

(p. 23, AG) The D/FBIS examine and clarify the role of the Analysis Group in the quality control of FBIS publications.

Action: C/AG.

(p. 23, AG) The D/FBIS, in consultation with the Comptroller, resolve the issue of the GS-14 position for the senior China analyst in the Analysis Group.

Action: C/E&PS.

✓ (p. 17, Personnel Management) The D/FBIS strengthen the integrity of FBIS fitness reports.

Action: C/AS.

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Following recommendations relate to field bureaus and are assigned to Chief, Operations Group:

1. C/London Bureau institute a standardized editorial policy at London Bureau.
 2. C/London Bureau improve the handling of classified material at London Bureau, including obtaining written authority for those FBIS officers acting as couriers between London and Caversham.
 3. The C/London Bureau improve compliance awareness at London Bureau, partly by maintaining a policy guidance folder to be read by all newly arriving staff members and at least annually by all U.S. employees.
 4. The D/FBIS authorize C/Austrian Bureau whenever an administrative vacancy occurs or sooner if he deems advisable to hire a part-time U.S. secretary to assist the bureau in handling classified information.
 5. The C/Austrian Bureau and DC/Austrian Bureau review the classified files in their custody at least annually to weed out unnecessary material that could impede any emergency evacuation.
 6. C/Nicosia Bureau reexamine the position of associate editor with a view toward termination or change to a part-time basis.
 7. The D/FBIS and C/Tel Aviv Bureau continue efforts to improve reception from remote sites in Israel.
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10. The D/FBIS and Chief/Jordan Bureau ensure that all staff editors are familiar with Executive Order 12036 and with the new grievance procedures and that all bureau employees are aware of appropriate FBIS grievance channels.
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12. The C/Jordan Bureau, if not already done, tighten procedures for handling of classified material within the bureau, to include a regular security check by the American staff of his own and the secretary's offices.

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13. The D/FBIS ensure that reception from prospective antenna sites in northern Greece be tested as extensively as possible before any plans to set up a permanent bureau are implemented.

14. The C/Athens Unit be required to prepare fitness reports on the unit's foreign employees.

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✓ 16. The D/FBIS direct that ground rules be worked out with the State Department as soon as possible regarding the recruitment and management of FBIS local employees and U.S. dependents in Asuncion that meet FBIS' needs and advise the bureau and Embassy.

17. C/Abidjan Bureau continue efforts to improve reception of radio programs currently covered and to establish coverage of countries whose radios are not presently heard in Abidjan. This may require remote access to the Ivory Coast antenna array and cruising monitorial assistance from FBIS Headquarters.

18. The D/FBIS instruct the Chief, Operations Group, in consultation with the Chief, Analysis Group and key consumers, to determine whether Hong Kong Bureau may do more excerpting from PRC press articles on which full-texting is not mandatory.

19. Chief, Seoul Bureau arrange to provide formal English training for foreign national employees, as needed.

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